

LISLE LIBRARY DISTRICT
BOARD MEETING
May 14, 2014

The May 14, 2014 Board Meeting was called to order at 7:31 p.m. at the Lisle Library District, 777 Front Street.

I. Roll Call

Present:

Richard Flint – President
Jay French – Vice President
Colleen Sehy – Treasurer
John Huff – Secretary
Richard Adrian – Trustee
Thomas Hummel – Trustee
Maureen Rieck – Trustee

Also Present:

Shannon Halikias – Director
Kathy Seelig – Assistant Director
Ginger Boskelly – Director of Finances
John Ferrari – Acting Director of Youth Services
Paul Hurt – Director of Circulation Services
Beth McQuillan – Director of Technical Services
Tatiana Weinstein – Director of Adult Services
Nicole Mueller – Communications Coordinator
Peggy Kapala – Aurora resident/Staff member
Jack Hayes – Frederick Quinn Corporation

II. Election of Officers

MOTION: Trustee French nominated Trustee Flint for Board President. Trustee Adrian seconded. Roll Call Vote – All Aye

MOTION: Trustee Huff nominated Trustee French for Board Vice-President. Trustee Rieck seconded. Roll Call Vote – All Aye

MOTION: Trustee Adrian nominated Trustee Huff for Board Secretary. Trustee French seconded. Roll Call Vote – All Aye

MOTION: Trustee Rieck nominated Trustee Sehy for Board Treasurer. Trustee Hummel seconded. Roll Call Vote – All Aye

III. Opportunity for visitors to speak

None

IV. Consent Agenda

- A. Approve Minutes of the April 9, 2014 Board Meeting
- B. Approve Minutes of the April 9, 2014 Executive Session Meeting
- C. Approve Minutes of the April 16, 2014 Personnel-Policy Committee Meeting
- D. Approve Minutes of the April 17, 2014 Information Stewardship Committee Meeting
- E. Approve Minutes of the April 23, 2014 Finance Committee Meeting
- F. Approve Minutes of the April 30, 2014 Special Board Meeting
- G. Approve Minutes of the April 30, 2014 Executive Session Meeting
- H. Approve Minutes of the May 7, 2014 Special Board Meeting
- I. Approve Minutes of the May 7, 2014 Executive Session Meeting
- J. Acknowledge Treasurer's Report, 4/30/14, Investment Activity Report, 4/30/14, Current Assets Report, 4/30/14, Revenue Report, 4/30/14, and Expense Report, 4/30/14
- K. Authorize Payment of Bills, 05/14/14

The following changes were made to the Consent Agenda:

April 9, 2014 Board Meeting, changes to the Consent Agenda: March 19, 2014 Committee of the Whole minutes, page 2, last paragraph change to: **asked about** closing the library on Sundays during the summer, as some other libraries do, to save on expenses.

April 9, 2014 Executive Session Minutes: **J. French was absent**

April 16, 2014 Personnel-Policy Meeting, page 1, Section III Collection Development Policy, second paragraph: It was suggested that the ALA Library Bill of Rights should be in the Board Packet for all Board members to review when bringing **Policies 500 and 510** to the Board for vote.

April 17, 2014 Information Stewardship Committee, Section I roll call: **T Hummel present at start of meeting.** Also, III. Internet email usage policy: The Assistant Director will format and re-section the document and **send to the Personnel-Policy Committee for review before sending to the Board for a first read.**

MOTION: Trustee Huff moved to approve the Consent Agenda as amended. Trustee Rieck seconded. Roll Call Vote – All Aye

V. Director's Report

Trustee Rieck and Trustee Flint reviewed the billings in May.

Trustee French and Trustee Hummel will review the billings in June.

The President thanked J. Ferrari for filling in as Acting Youth Services Director. S. Halikias stated that the new Youth Services Director, Will Savage, will start Monday, May 19, 2014. He is currently the Director of Youth Services at the Shorewood Troy Library.

J. Hayes gave a parking lot project update. The project is on-time and on-budget for work completed: curb cuts, new cement poured and new book drop installed.

Ground restoration work was completed at the Kingston Avenue property. The Village of Lisle completed their work at the property also.

N. Mueller gave a re-cap of communication and signs to the Lisle community on the parking lot project. J. Hayes provided a diagram of the new parking lot traffic signs.

The Director outlined events of the April 10, 2014 power outage. A claim has been sent to ComEd for damages.

\$4893 has been received from State Farm for damages from parking lot accident. Benches will be replaced, brick work will be repaired and a railing will be added.

The Personnel-Policy Committee Meeting has been delayed.

The digitization project continues to be researched with different vendors and products for solutions.

P. Hurt will be completing the monthly statistics for circulation and programs going forward.

The Director, participated in drills with the Lisle Police Department. Observing these drills will help prepare Lisle Library staff for drills.

Staff reviewed results from the employee survey on the in-service day. Highlighted were creating agendas with careful timing and scheduling.

Staff responded well to the April 10th power outage.

VI. Assistant Director's Report

The new scanner with touch screen has been installed, staff have been trained.

A computer with a microfiche reader will be installed soon, staff training will follow.

A new low vision reader will be coming.

A new projection screen for the meeting room should be installed in the next few weeks.

After much research and library visits, the Envisionware product has been chosen for self-checkouts and E-commerce. We are working to set up a banking connection account.

Old PCs and monitors have been recycled.

VII. Communications

Email from Jean Demas, Literacy Coordinator for the Lisle Library District, thanking Nicole Mueller, Public Relations, for her efforts in articles and posters to recruit new tutors for Literacy Dupage.

A thank you from the Friends of the Downers Grove Public Library, who held a program at LLD during their Library construction project.

Several notes from patrons with inquiries on material locations and suggestions.

The President suggested checking various policies, to see how the policy might apply to non-profit groups using the parking lot for meetings such as the Lions Club and the Heartland Blood Bank.

VIII. Committee Reports

Committee assignments will be announced in June.

Trustee Adrian and Trustee Flint will review Board meeting minutes.

A. Finance

The Per Capita grant for 2015 has been received. Trustee Sehy reviewed fine monies received.

At the Finance Committee Meeting of April 23rd LIRA representatives spoke. The Committee recommends joining LIRA insurance group. They also reviewed accounting fund categories. The next meeting will be May 28th at 7p.m.

B. Personnel Policy

At the April 16th Personnel-Policy Meeting drafts were read of Policy 500 and proposed 510. They discussed a calendar of topics to plan future meetings. The Director will advise Committee members on the progress of staff evaluation work.

C. Physical Plant

The next meeting will be after the parking lot work on June 4th at 7 p.m. The Director updated the Board on the HVAC air conditioning sensor replacement under warranty.

D. Facilities Steering

The project list and review is in preparation by Trustee Flint and T. Weinstein, they plan to update Board in July.

E. Financial Goals

A speaker on TIF (Tax Increment Financing) is being planned for the later part of June.

F. Information Stewardship

At the April 17th meeting *Neighbors Magazine* was discussed for cost and reach to the community. Also discussed was Lisle Library's role with other governmental agencies in this publication.

The Committee is working on Policy 850 Internet and email.

Discussed posting FOIA logs on web site and what information is necessary.

Naomi Wolfson, Assistant Director of Technical Services, is the new member of the committee, replacing Lindsey Dorfman.

IX Unfinished Business

None

X. New Business

- A. Approve Resolution 14-05: Authorizing membership in the Libraries of Illinois Risk Association, LIRA.

MOTION: Trustee Sehy moved to approve Ordinance 14 – 05: LIRA. Trustee Huff seconded. Roll Call – All Aye

The Board discussed coverage amounts and costs with added features.

B. Policy 500 draft for first read by the Board.

No action was taken.

C. Policy 510 draft for first read by the Board.

No action was taken.

School District 203 has been discussing e-cigarettes in-line with a smoking policy. A review of Lisle Library’s no-smoking campus applies to e-cigarettes also.

XI. Adjourn

MOTION: Trustee Rieck moved to adjourn the meeting. Trustee Hummel seconded. Voice Vote – All Aye

The meeting adjourned at 9:08 p.m.

Recorded by

Beth McQuillan, Director of Technical Services
Approved by the Board of Trustees on June 11, 2014

Approved by

John Huff, Secretary of the Board